

Application for Pavilion Rental Instructions

- 1) Contact the West Goshen Township Park and Recreation Department (610-696-5266, ext. 4104 or klehr@westgoshen.org) to check pavilion availability.
- 2) Read the attached Application for Pavilion Rental, Release and Indemnification Form, and West Goshen Township Parks Rules and Regulations.
- 3) Complete the Application for Pavilion Rental and the Release and Indemnification Form.
- 4) A Certificate of Insurance is required from corporations covered by liability insurance. Contact your insurance carrier for a copy of this certificate.
- 5) Return the Application for Pavilion Rental, Release and Indemnification Form, along with Certificate of Insurance (if applicable) and appropriate payment ***no later than two weeks prior to your event*** to:

Park and Recreation Department
West Goshen Township
1025 Paoli Pike
West Chester, PA 19380



SHAUN WALSH, *Chair*
 ASHLEY GAGNÉ, *Vice-Chair*
 JOHN HELLMANN, *Member*
 TINAMARIE SMITH, *Member*
 ROBIN STUNTEBECK, *Member*

Board of Supervisors

CHRISTOPHER BASHORE, *Township Manager*

1025 Paoli Pike • West Chester, PA 19380-4699

610•696•5266 ~ Fax: 610•429•0616

twp@westgoshen.org

www.westgoshen.org

Application for Pavilion Rental

PAVILION REQUESTED

West Goshen Community Park _____

Coopersmith Park _____

Barker Park _____

Other _____

DATE OF EVENT _____

Application date _____

(Two weeks advance notice required)

Event hours _____
(Include setup and cleanup—cleanup may not run later than time indicated. End time no later than sunset.)

Type of function being held: _____

Number attending _____

Check if you plan on bringing any of the following:

Tents _____ Moonbounce _____ Caterer _____ Other (Please indicate) _____

I (WE) THE SPONSOR, assume full responsibilities for any damages to Township equipment and property. Furthermore, I (we) understand the West Goshen Township will not be held liable for any injury or damage which may occur to me, my guests, and our property during our use of the park. I (we) acknowledge that I (we) have read and understood the park regulations.

 Sponsor's name Street address Town Zip code Township of residence

 Sponsor's Representative Representative's signature Daytime phone number

Is a caterer being used for food service? _____ (If "yes," then caterer is responsible for removing garbage from event.)

PERSON IN CHARGE who will be at pavilion to meet Parks staff at both the start and close of the event. You will be responsible for the pavilion and its facilities during the hours indicated on this application. If you are late arriving or leaving early, please let Parks staff know so the potential for vandalism may be avoided. **The event, including cleanup, must be completed by the end time indicated above.**

 Name of person in charge Phone number(s) during date of event

RENTAL FEE See worksheet on the reverse side to determine Rental Fee.

This section to be completed by West Goshen Park and Recreation Department upon approval of the Application for Pavilion Rental.

Amount: _____ **Township Approval:** _____

Receipt Number: _____ **Date:** _____

c:	Applicant	Township Parks Department	Township Police Department	Township Manager
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